

# Student Guide to Arts & Science Internship Program



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## Introduction

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Welcome to a challenging and rewarding academic program. Mount Saint Vincent University offers a limited enrollment internship option for students registered in either the 20-unit Bachelor of Arts or Bachelor of Science degree. Students accepted into the internship program complete all required coursework for the Bachelor of Arts or Bachelor of Science degree, and, in addition, complete one-unit internship course, either BART 3399 or BSCI 3399.

The internship program is a value-added component of your degree which integrates classroom study and an internship. When students graduate with experiential learning experience, they find jobs in their field more easily, attain higher starting salaries and have lower student debt loads than students who have not had the benefit of work-integrated learning.

The internship program is a partnership between the employer, the student and the university. These three participants are each an integral part of the entire internship experience. This partnership has benefits for each: the employer gets the latest theories and fresh ideas from the students, and university who in turn gets practical input from the workplace, and the student has the opportunity to experience the two as an integrated whole.

Your internship will enhance your studies, giving you meaningful practical experience and valuable contacts. It is an excellent opportunity to experience a professional working environment. The Co-op Office and your internship faculty advisor are always available to assist you. We want your internship experience to be positive and enriching.

This Student Guide to the Arts and Science Internship Program is designed to guide you through the process as easily as possible and to maximize your understanding and minimize your stress. This guide includes a wide variety of practical information, which will answer many of your questions as you begin your internship program.

## Internship Program Defined

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The internship program is an educational strategy that formally integrates a student's academic studies with one internship work term in co-operative employer organizations. Students admitted into the internship program may gain work experience in private, agency, government and non-profits:

- The internship is developed and/or approved by the Co-op Office as a suitable learning situation and the student completes one internship work term;
- The intern is engaged in productive work rather than merely observing;
- The intern receives remuneration for the work performed;
- The intern's progress on the job is monitored by the university;



- The intern's performance on the job is supervised and evaluated by the student's employer; and
- The internship is a minimum of 13 weeks in duration, a minimum of 35 hours per week, and is continuous employment with one organization.

## Benefits of the Internship Program

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As a student in the internship program, you have the opportunity to:

- Understand the relevance of theory to practical application;
- Develop new skills and knowledge;
- Be involved in challenging and rewarding work;
- Draw on workplace experience to enhance the classroom experience;
- Offset some cost of your education with internship work term earnings;
- Explore career options;
- Build your resume by adding practical experience to academic credentials upon graduation;
- Develop a network of professional contacts;
- Experience professional development and personal growth; and
- Become more competitive for post-graduate employment.

## Admission Process

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The Bachelor of Arts and Bachelor of Science Internship Program is a limited enrolment program. A maximum of ten Bachelor of Arts and five Bachelor of Science students will be admitted to the internship program each year. Meeting the minimum admission requirements does not guarantee admission into the internship program.

The application and admission process occurs annually. Bachelor of Arts and Bachelor of Science students who are eligible to complete the internship work term the following summer will receive an application package via e-mail the prior summer from the Co-op Office. Bachelor of Arts and Science internships can be completed in the summer semester only.

Students submit their completed internship program application package to the Co-op Office by the application deadline (generally in early September). A completed application form will consist of the following:



- Completed application form;
- Completed writing requirement as outlined in the application package;
- The Department Chair's signature on the application form; and
- A transcript from other post-secondary education institutions if you are a transfer student.

Internship application packages are submitted to the Co-op Office prior to the application deadline. The Co-op Office will communicate conditional acceptances and non-acceptances to applicants in late September. Students who received conditional acceptances into the internship program in late September will receive official acceptance the following January once December grades are available.

Before completing the internship, students must meet these requirements:

- Achieved a 3.0 CGPA at the end of the academic semester prior to the job search;
- Completed 15 units of course work prior to the internship work term;
- Declared a major; and
- Enrolled as a full-time student when applying for admission into the internship program, and the semesters before and after the internship.

## Summary of Regulations

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In order to graduate with a Bachelor of Arts or Bachelor of Science degree with the internship course noted on the student's transcript, students must meet the admission requirements noted in the above section and:

- Attend all the professional development sessions facilitated by the Co-op Office;
- Complete the internship during the eligible semester only;
- Complete one internship with a passing grade and in accordance to the standards prescribed in Mount Saint Vincent University's Undergraduate Academic Calendar; and
- Adhere to the policies and procedures as outlined in the Terms & Conditions for the Arts and Science Internship Program and in the Undergraduate Academic Calendar.



## Role of the Employer

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### Internship Employers will:

- Provide the university with an accurate and complete position description to ensure the best possible match between the employer and student;
- Offer an internship of suitable duration (minimum of 13 weeks);
- Ensure the student is aware of company policies, provide appropriate orientation, expectations and direction;
- Provide a learning environment where the student is assigned projects which provide a variety of experiences and a progression of skill development and responsibilities;
- Treat the students as regular employees in terms of human resource and labor standards practices;
- Participate in the work site visit by a member of the Co-op Office;
- Assist with setting and approving the student's personal learning plan;
- Provide the student with ongoing supervision and feedback on performance, and complete the final employer evaluation and review it with the student before the due date; and
- Notify the Co-op Office as early as possible of any issues or concerns related to the student or any situations arising from labor negotiations or other possible disruptions during the internship.

## Role of the Student

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### Internship students will:

- Complete one paid internship with a minimum duration of 13 full-time weeks and least 35 hours per week during the eligible summer semester;
- Attend the mandatory professional development sessions delivered by the Co-op Office to prepare you for the internship;
- Actively apply for internship positions and attend all scheduled interviews until a position is secured;
- Accept the Terms and Conditions by the due date communicated by the Co-op Office;
- Provide your contact information, updated resume and reference list by the due date communicated by the Co-op Office;
- Sign a Learning Agreement with the university outlining the registration and financial services processes for the internship;
- Contact the employer within two business days of accepting an internship;





- Develop a Personal Learning Plan with the help of the employer;
- Complete a work term report/project for the internship by the date(s) communicated in the work term report/project guidelines, by the Co-op Office and/or by the Internship Faculty Advisor;
- Participate in the work site visit by a member of the Co-op Office;
- Review the final employer evaluation completed by your employer by the due date communicated by the Co-op Office;
- Maintain good academic standing (minimum 3.0 CGPA) in accordance with the internship program standards; and
- Respect employer practices and conduct yourself in a professional manner throughout your internship.

## Role of the Co-op Office

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The Co-op Office will:

- Develop and deliver a series of professional development sessions;
- Provide personal resume, cover letter and interview coaching;
- Assist students with effectively marketing themselves to employers;
- Promote the internship programs to related industries;
- Assess suitability of internship positions, in consultation with the academic programs if necessary;
- Facilitate the student job application, interview and direct offer process;
- Monitor internship terms through work site visits;
- Mediate between employers and interns, when necessary;
- Provide employer feedback to academic divisions on the content and direction of the academic programs and employer needs;
- Develop promotional materials to promote the internship program to employers and potential students;
- Manage projects that raise the awareness of the Mount's Bachelor of Arts and Science internship program; and
- Provide ongoing assessment of the Bachelor of Arts and Science internship program.





## Internship Program Procedures/Processes

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### *Internship Work Term Development*

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The Co-op Office approaches employers to become partners in the internship program. All internship position descriptions are approved by the Co-op Office to ensure they are appropriate learning opportunities.

The internship program is highly market driven. The number and type of internship opportunities is often dependent on the economy and the employer's ability to hire paid interns. The successful placement of interns with employers is also dependant on the employability of students.

Internship positions are posted throughout Canada and interns are expected to be open to opportunities in various geographic regions.

### *Own Job Search*

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Interns are encouraged to complete their own job search, while continuing to apply for positions posted through the Co-op Office. When students complete their own job search, they are able to maximize opportunities and develop job search skills, while having the opportunity to apply to the jobs posted through the Co-op Office.

Students who complete their own job search are required to coordinate their efforts with the Co-op Office. Students are asked to meet with a member of the Co-op Office prior to approaching any employers and sign a Job Search Agreement Form. A job search information document will be provided to students so they can inform potential employers about the internship program and student's academic qualifications.

If a student is successful in obtaining an internship position on her/his own, a letter of offer specifying dates, hours, salary, contact information and a complete position description is required by the Co-op Office to ensure the position meets all the requirements of an internship work term. Therefore, students are not to accept a job offer prior to the position being approved by the Co-op Office.

Equal tuition fees apply for co-op students who secure a position through a position posted at the Co-op Office or a position secured through his/her own job search.



## ***Internship Job Postings***

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Internship opportunities are posted on Career Connects, a password protected website. Unless otherwise stated, application packages are submitted through Career Connects by the application deadline.

The job postings traditionally start on the third or fourth Monday during the first month in the term proceeding the internship work term (third or fourth Monday in January for the summer internship). Following the initial group of job postings, internship opportunities will be posted ongoing as they arrive into the Co-op Office and students will have on average 4-5 business days to submit applications.

Students should not apply for positions they are not willing to accept. However, students who place conditions on their internship term (e.g. geographic) must realize that their options will be reduced.

A more direct job search facilitated by the Co-op Office may occur when there are limited interns in a particular program major.

## ***Applications to Employers***

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All applications must include:

- Cover letter, resume and reference list.

Employers may also request:

- Transcript;\*
- Writing samples;
- Graphic design samples;
- Public Service Commission (PSC) form for all federal government job postings; and/or
- Atlantic Canada Opportunities Agency (ACOA) form for ACOA job postings.

\* Students can obtain their unofficial transcript from *MyMount*.

## ***Interview Process***

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Internship employers will screen and shortlist applications, therefore, all applicants may not be selected for an interview. Students selected for an interview will receive an e-mail from the Co-op Office. The e-mail will ask the student to log into Career Connects and sign up for an interview time slot as soon as possible. It is the responsibility of the student to check their e-mail account for



interview information on a daily basis. Students who do not sign up for an interview by 9:00 a.m. the business day prior to an interview will be removed from the interview shortlist and it may be counted as a missed deadline as the Co-op Office needs to confirm the interview schedule with the employer. See pages 13-15 for the impact of missing deadlines.

The interview schedule on Career Connects contains important information. Interview details are posted based on the times, date and location requested by the employer and cannot be changed unless the interview is conflicting with midterms, final exams or another interview. Interview candidates will be listed and given the opportunity to select one of the interview times listed. Students must make every effort to avoid scheduling interviews that conflict with their class schedules in order to accommodate the employer's interview arrangement request. Absence forms are available from the Co-op Office should students miss a class due to an interview. See Appendix 1 for a sample interview schedule.

## ***Interview Preparation***

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Interview preparation is important to reduce nervousness and will allow students to ask appropriate questions. Students should research the company, prepare for possible interview questions, review the job description and their resume beforehand, and be sure they have a reference list and transcript ready in case the employer asks for it. Students should have portfolios ready for viewing. Students can also arrange meetings for interview preparation with the Co-op Office prior to an interview.

## ***Interviews***

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For the convenience of students, the Co-op Office strongly encourages employers to interview students on-campus. However, some employers prefer to see the student at their own work site. On-campus interviews will normally be held in the co-op interview rooms. When you have an on-campus interview, please come to the Co-op Office and we will direct you to the correct interview room. Interviews conducted at the employer's work site will have the location indicated on the interview schedule in Career Connects. Note: employers who complete interviews on the first three days of interviews each term must come on-campus as students often have more than one interview on these days.

Students must attend all interviews with employers who short-list them until they secure an internship position. Students are not permitted to miss a scheduled interview. If a student absolutely cannot make the scheduled interview, s/he must contact the Co-op Office prior to the interview. Students who choose to miss an interview may have to complete a Self-Directed Job Search (see page 13).



Students are not entitled to time off during their work term. However, if students have a commitment that they are aware of and will require time off during the work term, it is very important that this is discussed during the interview. If this is not discussed during the interview, the employer has no obligation to consent to time off once the work term starts.

## ***Interview Evaluation***

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Interns are encouraged to keep an interview evaluation log. They should evaluate each interview shortly thereafter by jotting down their impressions. This evaluation tool will help prepare the student for other interviews. Students should make notes of the questions that were asked, re-think the answers provided and decide how to better answer those questions the next time.

Any interview feedback provided by employers to the Co-op Office will be promptly e-mailed to students so they can consider this feedback prior to upcoming interviews. Students can also seek interview feedback from employers by contacting the Co-op Office.

## ***Job Offer Process***

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Following interviews, employers provide the Co-op Office with a Ranking List which states which student(s) they are interesting in hiring. The student ranked in the number one position will be contacted via email and will have 24 business hours to accept or decline a job offer (i.e. if the student receives a job offer at 3:00 pm on Friday, they will have until 2:59 pm on Monday to accept). If they do not accept or decline a job offer within 24 business hours, it will count as a decline and the offer will be released to the next ranked student.

If an offer is declined by a student, then the job offer will go to the next student ranked. In order to provide choice and flexibility, students are able to decline a maximum of two job offers per term.

Once a student has accepted a co-op job offer, either verbally, electronically or in writing, they are no longer eligible for other internship opportunities for the term. Any upcoming interviews will be canceled by the Co-op Office on behalf of the student.

## ***The Next Step***

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Students are asked to contact their internship employer within 48 hours of accepting their job offer in order to finalize details regarding their co-op position. See Appendix 2 for Employment Checklist.



## ***Registration***

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For the summer internship, a Learning Agreement will suffice as registration. All interns sign a Learning Agreement once an internship job offer has been accepted. The Learning Agreement will confirm the student's registration for the summer internship.

## ***Contact Information***

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Students must fill out the on the Job Form (located at [msvu.ca/co-op](http://msvu.ca/co-op)) within one week of starting their internship so that the Co-op Office will have the student's current work term contact information on file. This information is necessary to facilitate contact with the student over the course of the work term, especially to set up the work site visit.

If your mailing address or personal phone number changes, visit MyMount to update your contact information. If your personal email changes, contact [registration@msvu.ca](mailto:registration@msvu.ca) and they can update your contact information.

## ***Work Site Visit***

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During the internship, students are visited by a member of the Co-op Office. The work site visit may be in-person or by telephone. Work site visits are an excellent opportunity to provide feedback on all aspects of the internship position. The student's personal learning plan and work term report/project will also be discussed at the visit. The work site visits also allows the university to build long-term relationships with employers in order to provide learning opportunities for future interns.

## ***Employer's and Employee's Evaluation***

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During the final month of the internship, an end of term evaluation must be submitted by the employer and the personal learning plan reviewed to determine if goals were met. In order for this evaluation to have constructive value, it is important that it be discussed with the student.

Interns are also be able to evaluate their work term experience through an employee evaluation that will be emailed to students at the end of the term.



## ***Work Term Report/Project***

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The work term report/project are due by the date communicated in the work term report/project guidelines, by the Co-op Office and/or by the Internship Faculty Advisor. The work term report/project is evaluated by the Internship Faculty Advisor.

## ***Post Internship Term***

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When internship students return to campus after completing their internship, they are required to attend a debriefing session with their Internship Faculty Advisor.

## ***Internship Evaluation***

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Evaluation for successful completion of an internship is comprised of the following:

- employer evaluation;
- work site visit; and
- work term report/project.

The results of the internship are indicated on the student's transcript. There are three possible grades for internships:

P (Pass) - Student successfully completes the internship requirements.

F (Fail) - Student does not successfully complete the internship requirements.

W (Withdrawal) - Student withdraws from the internship program prior to accepting an internship or is unable to complete the internship due to unforeseen circumstances as approved by the academic department and/or Co-op Office.

## **Internship Program Policies**

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### ***Self-Directed Job Search Policy***

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The Self-Directed Job Search is assigned to a student when they decline more than two internship job opportunities (jobs offers or interviews).



The Self-Directed Job Search policy requires students to secure a position through a Self-Directed Job Search. Students who complete a Self-Directed Job Search will develop their job search skills and secure an internship through their own job search. If a student finds an internship through their own job search, they must have it approved by the Co-op Office before accepting the internship job offer. To ensure a position meets the academic requirements for an internship, the student must provide in writing from the employer the following information:

- a job description;
- start and end dates that reflect a work term of at least 13 weeks;
- confirmation that the student will work at least 35 hours per week;
- salary; and
- supervisor's contact information.

### ***Deferral Policy***

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Students are not eligible to defer the internship to a future semester. Students who are not successful in securing an internship, or are not able to fulfill the requirements of the internship program, are required to withdraw from the internship program. Withdrawal fees and grades in accordance to the withdrawal fee policy will apply. See page 15 for a copy of the withdrawal fee policy.

### ***Withdrawal from the Internship Program***

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Depending on the time of withdrawal from the internship program, the following situations may occur:

- tuition fees may be assessed for any withdrawal from the internship program according to the withdrawal fee policy;
- withdrawal from the internship program prior to a job offer being accepted will result in a "W" for the internship and a withdrawal fee according to the withdrawal policy;
- withdrawal from the internship program if the student is not successful in securing an internship will result in a "W" for the internship and a withdrawal fee according to the withdrawal policy;
- once a job offer is accepted, withdrawal without permission will result in an "F" for the internship and full tuition fees will apply according to the withdrawal policy; and
- if a student fails to complete the internship requirements, an "F" will result for the internship and full tuition fees for the internship according to the withdrawal policy.





## Fee Structure for the Internship Program

The internship receives academic credit and tuition fees valued at one unit. The following tuition assessment schedules would apply only to those students who withdraw from the internship program. There would be no change to the current assessment of tuition fees for students who honour their commitment to the internship program.

### The rationale:

An internship takes eight months to complete (four months on campus preparing for the work term and four month completing the work term) which is reflected in the full-unit of credit earned. Students who complete a portion of the course are responsible for a portion of the fees, as they would for any course given that the instructors (Co-op Office staff and Internship Faculty Advisors) have committed time and resources to the student.

### Assumptions:

The proposed tuition assessment scheduled reflects the University's Tuition Schedule using "milestones" in the internship process to determine the assessment.

Percentage	When	Rationale	Academic Penalty
Flat rate - \$100	Student has applied for admission to the internship program, but job postings have not begun.	Record and administrative fee for registering for the internship work term.	Transcript would reflect "withdrawal" (W).
30% (2-4 weeks after classes begin)	PD Program has started, resumes reviews completed and job postings have begun.	Have started the course and attended an integral academic and preparatory portion of the program.  Marketing efforts have been made to secure enough positions for students registered.	Transcript would reflect "withdrawal" (W).
50% (5 weeks & onward)	Interviews have begun.	Interviews have begun and the process is well underway.	Transcript would reflect "withdrawal" (W).
100%	Once a position has been accepted.	Commitment has been made to the employer and program; opportunity has been taken from another student	Assessed as withdrawing without permission and transcript would reflect "fail" (F).



Appendix 1

**Sample Interview Schedule from Career Connects**

**INTERVIEW SCHEDULE**

**Co-op Interviews**

**INTERVIEW DETAILS**

Interview Type:	Individual	All interviews will be "Individual" (i.e. one on one)
Location Type:	On Campus	Interviews can be held on campus (at the co-op office) or off campus
Status of Interview:	Scheduled	
Special Instructions:	Please bring various writing samples to interview e.g. press releases, articles, blogs and social media	

**This interview booking was confirmed on:**  
Tuesday, May 29, 2018 11:02 AM

It is very important to review all the details, especially "Special Instructions" as these typically let you know if there will be a writing test or to bring samples of your work.

Interviewing For Job:	<b>Communications Officer</b> BioNova Main Office [2595]	Here you will find the position and organization you are interviewing for
Interviewer:	Shana Cristoferi	The method can be in person, skype or telephone. Note: Skype and telephone interviews are always on campus
Interview Method:	In Person	
When:	Jun 6, 2018 from 9:45 AM to 10:30 AM	
Where:	Co-op Office - McCain 312	



## Appendix 2

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### ***Employment Checklist***

Now that you have been hired for an internship, there are some things that you should do:

Immediately:

- Call your new internship employer;
- Confirm start and end dates of the position; and
- Do additional research on the company so you are prepared.

A week prior to your start date:

- Call your internship employer to confirm arrangements such as your starting time and to whom you should report; and
- Practice your travel route to work.

The first day:

- Dress appropriately;
- Be early;
- Carry a notebook and pen; and
- Complete your Internship Student Info Form and send it to the Co-op Office.

Work site visit:

- Prepare for your work site visit by having your personal learning plan ready so your objectives can be discussed at your visit; and
- Have any questions ready to ask regarding the work term report/project.

Your last month:

- Talk to your internship employer to ensure that your evaluation is completed;
- Sign off on the evaluation completed by your internship employer; and

Back on campus:

- Attend your debriefing session with your Internship Faculty Advisor.

Last Updated: June 19, 2018

